



**Defense Finance and Accounting Service (DFAS)
Web Invoicing System (WInS)
User Manual
Volume 7 (CAPS)**

**Version 2.1
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1. OVERVIEW

The Defense Finance and Accounting Service (DFAS)

The Defense Finance and Accounting Service (DFAS) is the financial and accounting branch of the U.S. Department of Defense (DoD). DFAS currently employs approximately 22,000 people in 22 locations. Its monthly business operations average over 12 million disbursements amounting to \$22 billion.

In addition to managing all DoD financial and accounting resources, the DFAS mission is to reduce costs and improve the quality of DoD financial management through the consolidation, standardization, and integration of procedures, operations, and systems. DFAS is under federal mandate to reduce costs and improve customer service through the use of electronic commerce. A key component of the DFAS electronic commerce strategy is to replace paper invoices and vouchers with electronic invoices and vouchers.

DFAS Web Invoicing

Electronic submission of invoices and vouchers requires the use of electronic data interchange (EDI), the computer-to-computer exchange of routine business information in a standard format. EDI is the equivalent of paper documents when doing business with the DoD. Vendors using EDI for invoicing, benefit from: reduced processing time, reduced supply and postage expense, fewer errors and omissions, increased data accessibility, and reduced submission/payment cycle time.

Using EDI, however, has typically required costly investments in translation software and the services of a value-added network (VAN). Concurrent Technologies Corporation (CTC) was tasked with developing a cost effective EDI solution to enable small to medium-sized enterprises (SMEs) to submit electronic invoices/vouchers to DFAS.

CTC has developed invoice/voucher entry applications, forming the whole of WInS (Web Invoicing System). This system is easily accessed through the World Wide Web.

An Overview of the DFAS Web Invoicing System (WInS)

To access the DFAS Web Invoicing System (WInS), an Internet Service Provider (ISP) and Internet client software (a “browser”) are required. Once online, a vendor inputs the DFAS web address (<https://ecweb.dfas.mil>) into their browser to access the DFAS Web site. The vendor enters invoice/voucher information into the screens provided, then submits the invoice/voucher to DFAS.

All processes related to EDI translation and conversion are transparent to the vendor. Additionally, all EDI translations and conversions use security layers that protect one's sensitive financial and personal information from third party tampering.

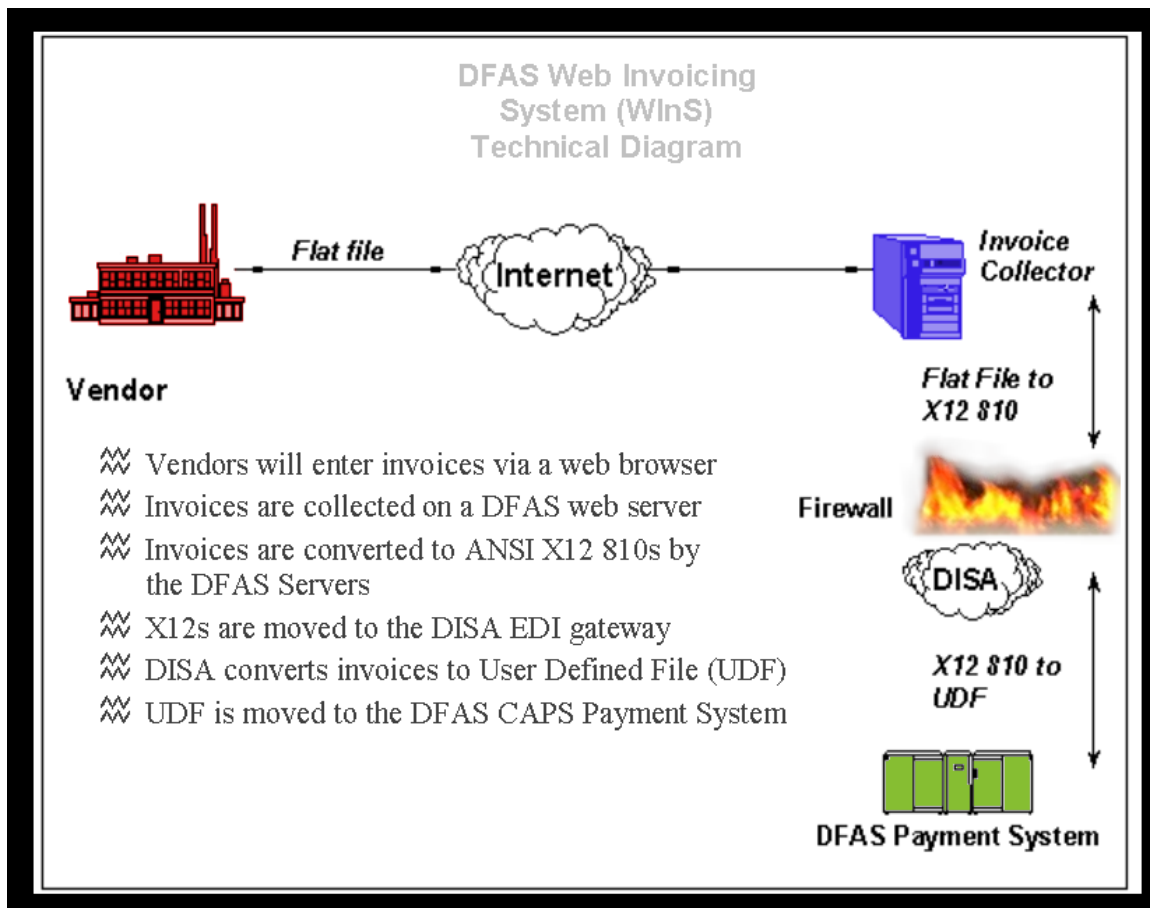


Figure 1: DFAS Web Invoicing System (WInS) Technical Diagram

DFAS WInS is administered for DFAS by the Air Force Electronic Commerce Office at Maxwell Air Force Base – Gunter Annex, Montgomery, Alabama. Contact can be made at (334) 416-3587 or (334) 416-5845 or by email to ecwebadmin@gunter.af.mil.

Presently, DFAS WInS supports the Mechanization of Contract Administration Services (MOCAS), Standard Automated Materiel Management System (SAMMS), Standard Accounting and Reporting System (STARS), Computerized Accounts Payable System (CAPS) payment systems, Integrated Accounts Payable System (IAPS), and Defense Integrated Subsistence Management System (DISMS). The long-term goal of DFAS is to incorporate this technology into additional payment systems and additional invoice types. Table 1 (page 3) depicts the future DFAS WInS capabilities.

TABLE 1: FUTURE DFAS WEB INVOICING SYSTEM (WINS) CAPABILITIES

PAYMENT SYSTEM	ESTIMATED IMPLEMENTATION DATE
Automated Voucher Examination and Disbursement System (AVEDS)	2nd Quarter CY02

Computerized Accounts Payable System (CAPS)

The Computerized Accounts Payable System (CAPS) pays invoices for the Army. Table 2 (page 4) contains DFAS paying offices that currently use CAPS as their payment system. Vendors currently doing business with one of these paying offices are qualified to use DFAS WInS.

TABLE 2: CAPS PAYMENT OFFICES

CAPS CONTRACT ISSUING ACTIVITY	CAPS PAYMENT OFFICE DoDAAC
Network OPS/DNO	HQ0105
DEF. AGENCY FIN SERV	HQ0347
LAWTON/FT. SILL	HQ0300
ROME	HQ0302
ROCK ISLAND	HQ0303
ST. LOUIS	HQ0304
SEASIDE	HQ0305
LEXINGTON	HQ0335
NORFOLK	HQ0348
ORLANDO	HQ0301
KANSAS CITY	M67443
SAN ANTONIO	HQ0345
DFAS-CO-TLCO	HQ0131

Getting Started With the DFAS Web Invoicing System (WInS)

The following outline describes the preliminary steps for using DFAS WInS.

Prerequisites: A vendor must:

1. Have a current contract with the DoD.
2. Have delivered products or services to the DoD that require payment.
3. Conduct business with a DFAS paying office that has WInS templates.
4. Have a computer with a modem. Mostly any computer sold today far exceeds the minimum requirements to effectively operate DFAS WInS; more powerful and faster computers and modems, however, will enhance system performance. For questions regarding computer requirements, contact Concurrent Technologies Corporation (*CTC*) at 814-269-2618 for assistance or the WInS System Administrators at (334-416-3587 or 5845).

5. Have a browser that is JavaScript capable. DFAS recommends using Netscape Navigator versions 4.61 or 4.75 or Microsoft Internet Explorer 5.0 and above for WInS.

If using Microsoft Internet Explorer, it is important to do the following to ensure correct use of the system. From IE, select **Tools - Internet Options**. Select the **General** Tab. Then select **Settings**. Here, make sure that IE will check for newer versions of stored pages on every visit to the page. Click the radio button next to this option and be sure to select OK to save the changes. The Settings menu is shown in the following figure. Note: The settings for your browser may be different. Only make the change explained above.

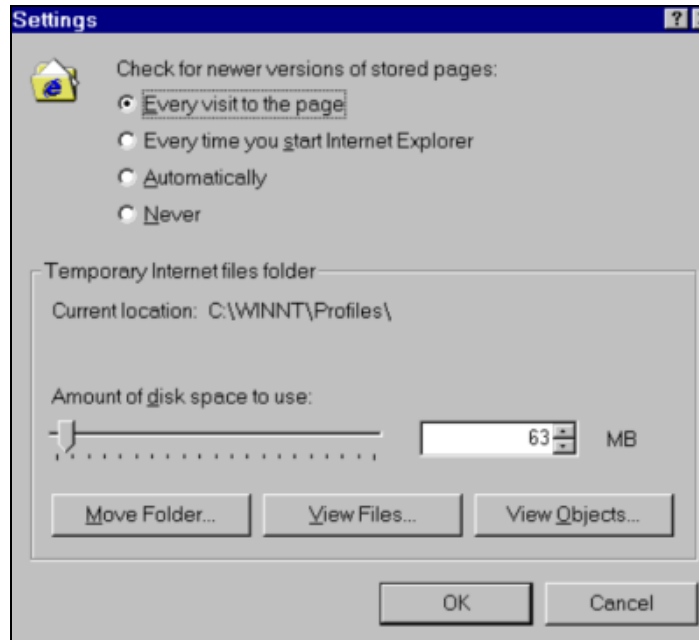


Figure 2: Microsoft Internet Explorer Settings

If using Netscape, it is important to do the following to ensure correct use of the system. From Netscape, select **Edit - Preferences**. Select the **Advanced** Category. Then select **Cache**. Here, make sure that Netscape will compare document in cache to document on network every time a document is loaded. Check the radio button next to **Every time** and be sure to select OK to save the changes. The **Cache** menu is shown in the following figure. Note: The settings for your browser may be different. Only make the change explained above.

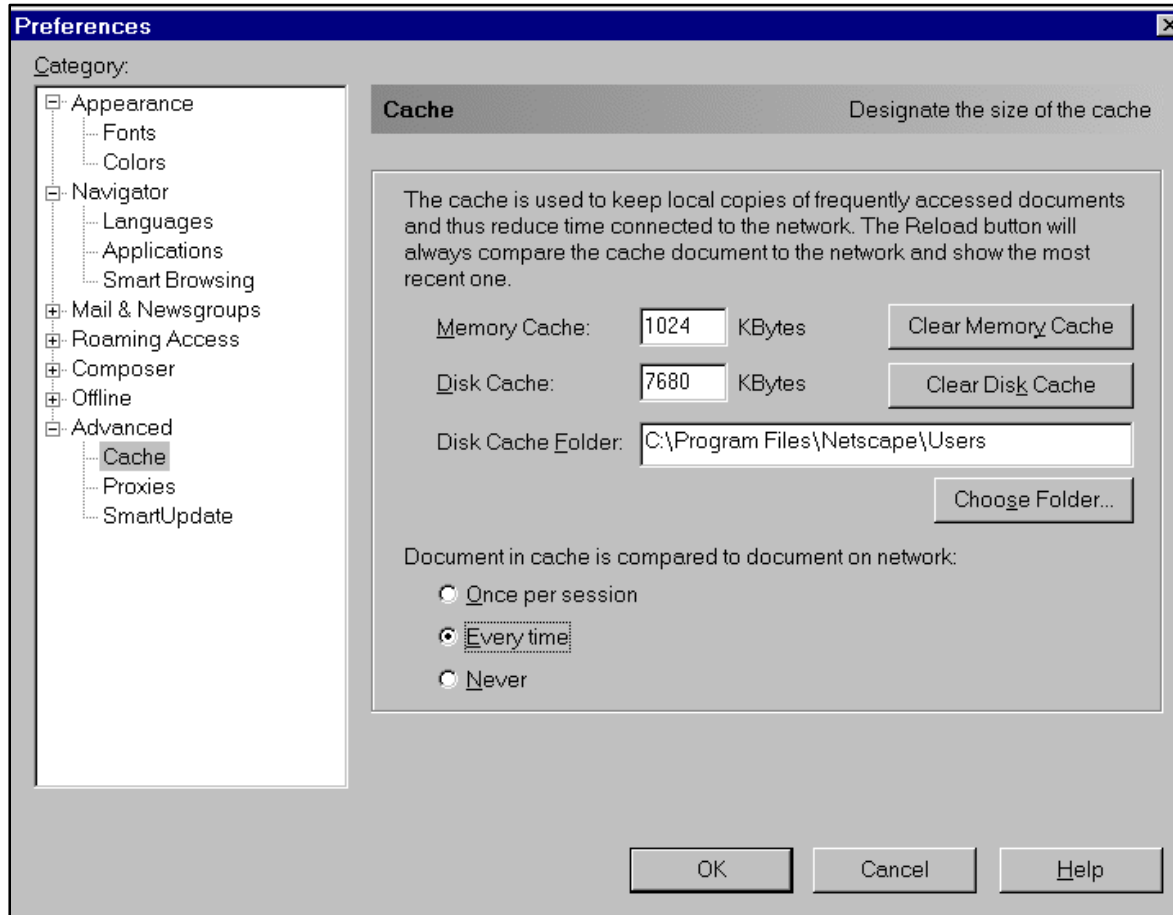


Figure 3: Netscape Settings

6. Have knowledge of the Internet and its use.

Restrictions: A vendor may not use this application for:

1. Invoices, vouchers, or Progress pay requests that must be signed by a DoD Certifier. For instance, where the Administrative Contracting Officer (ACO) or other DoD official physically must sign the invoice or voucher prior to submission to DFAS. Examples include DD250s where the ACO certifies for payment the invoice associated with the DD250.
2. Also, Vouchers (SF 1034) cannot be submitted until the vendor's billing system is approved by the Defense Contract Audit Agency (DCAA) for direct submission of interim vouchers to DFAS. Even with approval, first and last vouchers for a new contract, or new delivery order on

an existing contract, cannot be submitted via WInS. DCAA requires these first and last vouchers be processed through your DCAA Field Office.

3. Invoices or vouchers may not be submitted that include transportation costs of \$190.00 or greater for MOCAS and \$250.00 or greater for SAMMS.

Procedures:

Step 1: Access the DFAS WInS Web site (<https://ecweb.dfas.mil>) to:

- a. View WInS startup information, testing procedures, and sample invoice and voucher application screen layouts, and download DFAS WInS User Manuals. This startup/test information is accessed by clicking the **Help** Button on the **WInS Home Page** (Section 2, page 10).
- b. Obtain a username and password by establishing a New User Account using the **New Account Request Form Screen** (Section 4, page 13) accessed from the **New Account Button** on the **WInS Home Page** (Section 2, page 10). The DFAS WInS System Administrator will send you a Username and password via email generally within two business days.

Step 2: Contact DFAS WInS testers as identified in Step 1(a) and begin testing.

Step 3: On completion of successful testing, enter and submit invoices, vouchers and/or progress payment requests to DFAS. Paper copies of invoices and vouchers are no longer required by the paying office(s).

Using the DFAS Web Invoicing System (WInS)

DFAS WInS uses standard database management systems and Web browser features that facilitate data input and navigation through the system. These include:

- Keyboard data entry
- Defined data field types and lengths
- Field to field and screen-to-screen mouse navigation
- Populated select list data fields
- Online user help
- Error messages (JavaScript Alerts) for incomplete or incorrect data
- Batch data upload. Batch submission is a method of extracting invoice/voucher data from the user's billing system automatically and converting it into an ASCII text file. This relieves the user from manual data entry through the Web site, yet still provides the same tracking status enjoyed by manual entry users. Batch upload is now available for MOCAS Commercial Invoices, MOCAS Public Vouchers, SAMMS Commercial Invoices, and STARS Commercial Invoices.

All users should understand these capabilities prior to using the system.

Note: Although textual information (e.g., alpha characters) used by the DFAS WInS manual data entry templates is not case sensitive, it is preferred that you enter alphabetic characters in UPPER CASE to ensure integrity in interpretation. New Account Registration and Vendor Profile updates should be entered in mixed case (e.g., 123 Main Street)

Security in DFAS Web Invoicing System (WInS)

The primary security mechanism for DFAS WInS is vendor authentication. Vendor authentication requires that you input a valid user identification code (username) and password. Once established, the unique username and password combination prevents unauthorized parties from viewing or tampering with confidential vendor information. Once the username and password are entered at login, DFAS WInS checks for the validity of this information prior to displaying each screen, or Web page. This prevents unauthorized users from circumventing the login screen and gaining access to the system.

In addition, DFAS WInS Web servers reside in a secure physical location that restricts access to unauthorized personnel. System backup and recovery procedures and mechanisms are in place to ensure the safety and integrity of information, should a system failure occur. WInS also uses browser encryption capability using Secure Socket Layer (SSL) encryption technology.

Mandatory, Optional, and Conditional Data Fields

Each data field in DFAS WInS is categorized as mandatory, optional, or conditional. Mandatory fields on any screen must be completed with appropriate data prior to continuing to a subsequent screen. Failure to complete all mandatory fields will result in JavaScript Alert messages (see Figure 4, page 9). Optional fields may be completed at your discretion. Conditional fields must only be completed if your contract requires the information; otherwise, these fields are treated as optional.

Defined Data Field Types and Lengths

Each data field in DFAS WInS has a defined type and length. The type of field determines what data the field may contain; e.g., a numeric field may only contain numeric data -- alpha characters are not allowable. The length of any data field on a screen can be determined by reviewing the data dictionary table corresponding to that screen. Although the on-screen appearance of some data entry fields may appear to accommodate more data than what is defined in the data dictionary for that field, the system will not allow the field to be completely filled. Failure to complete all mandatory fields with the appropriate type and length of data will result in a JavaScript Alert (see Figure 4, page 9). Each WInS Application Screen has a **Help Button**, which calls a data definition table that explains each screen's data entry field requirements.

Selection List Data Selection Fields

Certain data fields in DFAS WInS provide dropdown selection lists. These data fields can be identified by the **Down Arrow** Button that appears to the immediate right of the data field, which, when clicked on, accesses the dropdown list.

Online User Help

Many of the screens in DFAS WInS contain context-sensitive user help. The help can be accessed by clicking on the **Help** Button for that screen.

JavaScript Alert

A JavaScript Alert is a message that reports an error condition when mandatory information on a screen is not provided or when mandatory, conditional, or optional data is incorrectly entered.

Figure 4, page 9 depicts an example of a WInS JavaScript Alert. This alert is for the CAPS Commercial Invoice Header Screen.

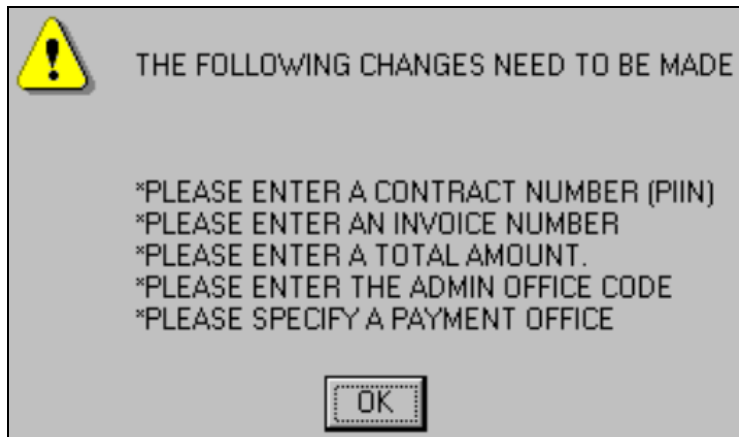


Figure 4: Example of a CAPS Commercial Invoice Header JavaScript Alert Message

The JavaScript Alert indicates the data fields that require user attention. The JavaScript Alert can be closed by clicking on the **OK** Button.

System Warnings

The DFAS WInS warns you about various inconsistent conditions that exist in your input data. For example, a warning message appears when a system-calculated total does not correspond to a user-entered total. Warning messages can be closed by clicking on the **OK** Button.

2. DFAS WEB INVOICING SYSTEM (WINS) HOME PAGE

The initial screen in DFAS WInS is the **DFAS Web Invoicing System (WInS) Home Page**. To access the system, a valid username and password must be entered, followed by a single click on the **Login** Button. Before accessing any of the invoice templates, a username and password request must be submitted to DFAS by clicking on the **New Account** Button and completing the **New Account Request Form** screens (Section 4, page 13). The DFAS WInS System Administrator will provide you with your username and password via email, usually within two business days. DFAS recommends that you immediately change your password upon successfully logging into WInS in the **Vendor Information Screen** (Section 7, page 22). After receiving your username and password, you must initiate testing with DFAS for each invoice type you wish to submit before you may submit live invoices. Test instructions and test partners may be found by clicking on the **Help** Button on this screen.

 **Defense Finance and Accounting Service
Web Invoicing System (WInS)**

This site is hosted by the Defense Finance and Accounting Service Electronic Commerce Office and is intended to provide vendors an electronic means of submitting invoices. DFAS WInS meets the federal government's overall goal to streamline information flow while increasing speed and quality.

Click on the Help Button to access WInS startup and test procedures.

Username:

Password:

[Login](#) [New Account](#) [Help](#)

[U.S. Government Computer System Security Notice](#)

WInS Version 3.7

[DFAS Home](#)

Send e-mail comments to: diana.buttrey@dfas.mil

Figure 5: DFAS Web Invoicing System (WInS) Home Page

DFAS WInS Home Page Field Definitions

The data dictionary for each field on the DFAS WInS Home Page is listed in Table 3, page 11. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

TABLE 3: DFAS WINS HOME PAGE FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Username	Identifies a unique user	DFAS	Mandatory	Alphanumeric
Password	Access code that coincides with username	DFAS, Vendor	Mandatory	Alphanumeric

The Login, New Account, and Help Buttons

Login

The **Login** Button allows you to access the commercial invoice, public voucher, and progress pay submission capabilities of DFAS WInS. A username and password are required to use these capabilities. Clicking on the **Login** Button directs you to the **WInS Payment System Picklist Screen** (Section 6, page 20).

New Account

The **New Account** Button allows a first-time user to register with DFAS for access to one or more available payment systems. Clicking on the **New Account** Button directs you to the **New Account Request Form Screen** (Section 4, page 13). A username and password are not required to access the **New Account Request Form Screen**. Vendor changes to registration information, to include requests for access to additional payment systems are made using the **Vendor Information Screen** (Section 7, page 22) **NOT** by submitting an additional **New Account Request Form**.

Help

The **Help** Button directs you to the WInS startup information, testing procedures, sample invoice, voucher and progress payment application screen layouts, and the Users Manuals.

The Version Number may be clicked to display a write-up of the significant changes incorporated with the two most recent releases beginning with the current release.

Also accessible from the **DFAS WInS Home Page** are the **U.S. Government Computer System Security Notice** (Section 3, page 12), the DFAS Home Page (<http://www.dfas.mil>), and an email address to the DFAS Electronic Commerce Office.

3. WINS COMPUTER SYSTEM SECURITY NOTICE SCREEN

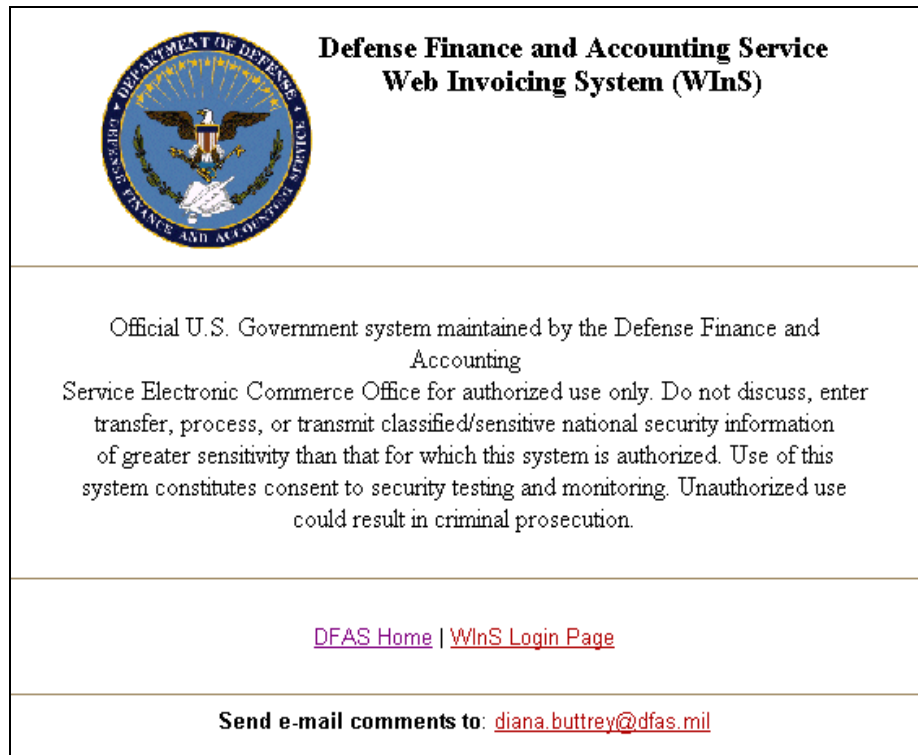


Figure 6: WInS Computer System Security Notice Screen

This screen presents you with three interfaces:

- (1) DFAS Home Page: Directs you to the DFAS Home Page (URL: <http://www.dfas.mil>).
- (2) WInS Login Page: Directs you to the DFAS WInS Home Page.
- (3) Email address to the DFAS Electronic Commerce Office.

4. NEW ACCOUNT REQUEST FORM SCREEN

The **New Account Request Form Screen**, accessed by clicking on the **New Account** Button (Figure 7, page 13), allows you to enter general information—a “vendor profile”—about your organization and requests access to at least one of the identified DFAS Payment Systems. Please select only payment systems for which you have currently active contracts. An exception to this is the STARS Payment System. You may request access if you have had active contracts within the preceding six months. DFAS uses this information to create a vendor profile for testing purposes and for live invoice, voucher, and progress payment submission. You will be sent your username and password via email usually within two business days of submitting your New Account Request registration.

REGISTER FOR THE SYSTEMS YOU WISH TO INVOICE

☐ [MOCAS](#) ☐ [SAMMS](#) ☐ [STARS](#) ☐ [CAPS](#) ☐ [IAPS](#) ☐ [DISMS](#)

Click on Payment System for Payment Offices for the system

NEW ACCOUNT REQUEST FORM

* Company Name

* First Name

* Last Name

* Cage Code

** Duns/Duns+4 Code

* Address1

Address2

* City

* State

Select One --->

* Country

United States

* Zip Code

* Phone Number

Fax Number

* Email

Interested in batch submission?

No

TACOM WEB_EC direct vendor delivery user?

No

* How did you discover WInS?

(Select One)

* Field is required

** Field is required for STARS, IAPS and CAPS but is optional for others.

You may enter more Cage codes after you click continue

You may enter more Duns codes after you click continue

Continue

Go Back

Figure 7: New Account Request Form Screen

The MOCAS, SAMMS, STARS, CAPS, IAPS, and DISMS Payment System Selection Checkboxes

The **MOCAS, SAMMS, STARS, CAPS, IAPS, and DISMS Payment System Selection Checkboxes** allow you to register for one or more payment systems. Simply select the checkbox for each applicable payment system(s).

Clicking on a payment system link displays the system's payment offices. Again, only select payment systems for which you have active contracts. If, in the future, you are awarded contracts paid by other DFAS payment systems with WInS templates, you may request access to the new payment system(s) by updating your profile through the **Vendor Information Screen** (Section 7, page 22). Data Fields identified by asterisks are mandatory and must be provided before WInS will accept the new account registration.

New Account Request Form Screen Field Definitions

Table 4 below, lists the data dictionary for each field on the **New Account Request Form Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

TABLE 4: NEW ACCOUNT REQUEST FORM SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Company Name	Company name	Vendor	Mandatory	Alphanumeric
First Name	Vendor POC	Vendor	Mandatory	Alphanumeric
Last Name	Vendor POC	Vendor	Mandatory	Alphanumeric
CAGE Code	Commercial and Government Entity Code	DLIS	Mandatory	5 characters, Alphanumeric (No letter 'O')
DUNS/DUNS +4 Code	DUNS Code (Required for STARS registrations)	Vendor	Conditional	9 or 13 digit numeric (no special characters)
Address1		Vendor	Mandatory	Alphanumeric
Address2		Vendor	Optional	Alphanumeric
City		Vendor	Mandatory	Alphanumeric

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
State		Vendor	Mandatory	Select from list
Country		Vendor	Mandatory	Select from list
Zip Code		Vendor	Mandatory	Alphanumeric
Phone Number		Vendor	Mandatory	Alphanumeric
Fax Number		Vendor	Optional	Alphanumeric
Email		Vendor	Mandatory	Alphanumeric
Interested in batch submission?	Provides a URL address for the WInS Batch Layouts and supporting notes.	Vendor	Optional	Select 'Yes' or 'No'
TACOM WEB_EC direct vendor delivery user?	Army TACOM has a web site for their DVD vendors that feeds the batch MOCAS commercial invoice data directly to WInS	Vendor	Optional	Select 'Yes' or 'No'

The Continue and Go Back Buttons



The **Continue** Button directs you to the **Vendor CAGE Code / DUNS Code Selection Screen** (Figure 8, page 16).



The **Go Back** Button directs you to the **DFAS WInS Home Page** (Section 2, page 10).

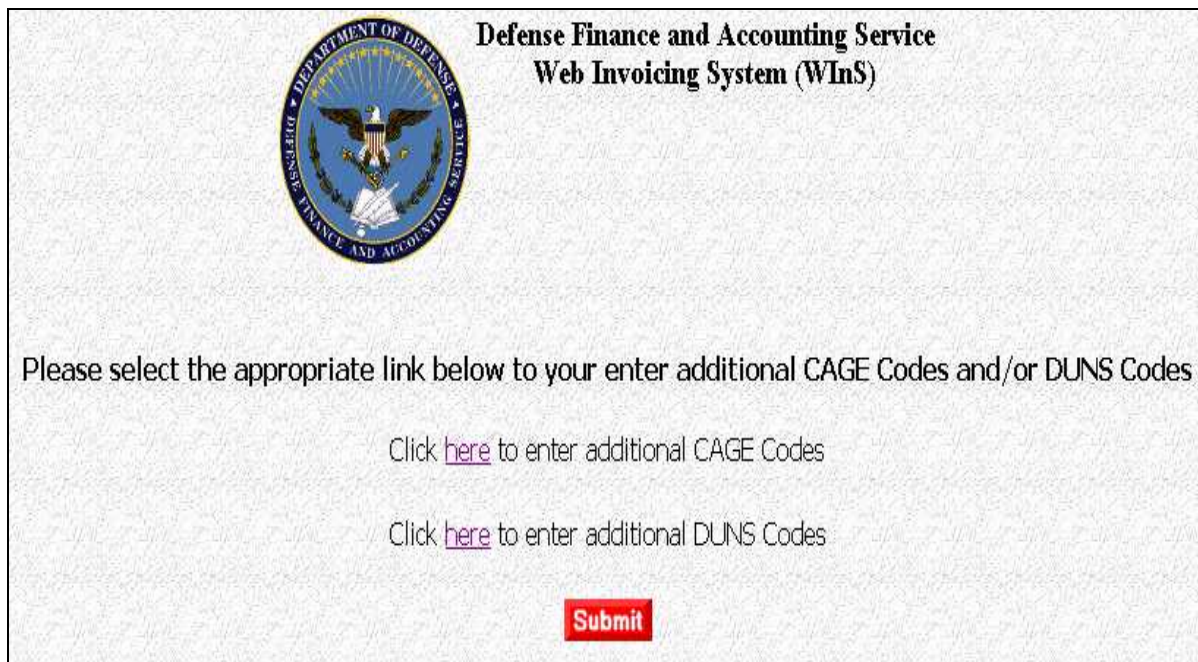


Figure 8: Vendor CAGE Code / DUNS Code Selection Screen

The first option, Click [here](#) to Enter CAGE Codes, directs you to the Vendor CAGE Code Registration Screen (Figure 9, page 17). Additional CAGE Codes may be entered from this screen as necessary.

The second option, **Click [here](#) to Enter DUNS Codes**, directs you to the **Vendor DUNS Code Registration Screen** (Figure 10, page 17). Additional DUNS Codes may be entered from this screen as necessary.

The Submit Button



The **Submit** Button submits the **New Account Request** to DFAS WInS for MOCAS, SAMMS, CAPS, IAPS, and/or DISMS only requests. If the **New Account Request** contains a STARS Payment System access request, the **Continue** Button directs the user to the **STARS Contract Data Screen** (See the STARS manual for a more detailed explanation of this).

VENDOR CAGE CODES

CageCode

Add
Clear
Go Back

Cage Code	Status	Delete
1RQT9	New	Delete

Figure 9: Vendor CAGE Code Registration Screen

The CAGE Code Add, Clear, and Go Back Buttons

Add

The **Add** Button adds the CAGE Code to the initial registration.

Clear

The **Clear** Button clears data from the CAGE Code data field before it has been submitted to the Vendor Information.

Go Back

The **Go Back** Button returns you to the **Vendor CAGE Code / DUNS Code Selection Screen** (Figure 8, page 16) where you can submit the **New Account Request**.

The **Delete** hyperlink allows an individual CAGE Code line item to be deleted. At least one Active CAGE Code must remain on the **CAGE Code Registration Screen** before deleting other CAGE Codes. (CAGE Code status of “New” will change to “Active” by the system)

VENDOR DUNS CODES

Duns Code

Add
Clear
Go Back

DUNS Code	Status	Delete/UnDelete
123659874	New	Delete

Figure 10: Vendor DUNS Code Registration Screen

The DUNS Code Add, Clear, and Go Back Buttons

Add

The **Add** Button adds the DUNS Code to the initial registration.

Clear

The **Clear** Button clears data from the DUNS Code data field before it has been submitted to the Vendor Information.

Go Back

The **Go Back** Button returns you to the **Vendor CAGE Code / DUNS Code Selection Screen** (Figure 8, page 16) where you can submit the **New Account Request**.

The **Delete** hyperlink allows an individual DUNS Code line item to be deleted. At least one Active DUNS Code must remain on the **DUNS Code Registration Screen** before deleting other DUNS Codes. (DUNS Code status of “New” will change to “Active” by the system)

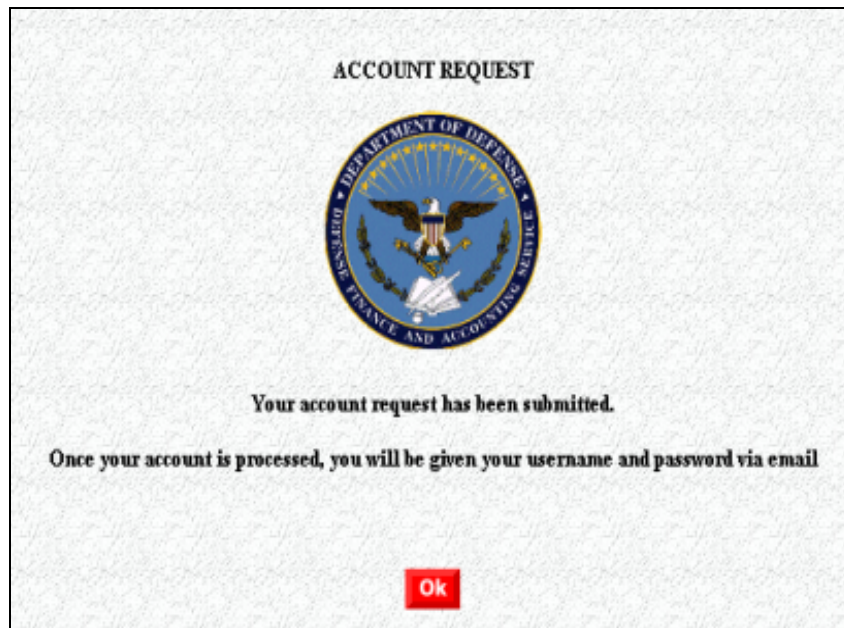


Figure 11: Account Request OK Screen

The OK Button

OK

The **OK** Button directs you to the **DFAS WInS Home Page** (Section 2, page 10).

Note: On receipt of a username and password, and prior to submission of actual invoices and vouchers, test transactions must be successfully processed. Refer to *Section 1, page 1, Overview, Procedures, and Steps 1 and 2*, for testing procedures.

5. WINS INVOICE ENTRY WARNING NOTIFICATION SCREEN

When an invoice, voucher or progress payment request (PPR) has not been successfully submitted to DFAS WInS (incomplete invoice), the **WInS Invoice Entry Notification Warning Screen** appears. This screen, which provides status information directly after logging into the system, appears only when incomplete invoices, vouchers or progress payment requests are present. This warning will continue to appear after logging in until you either delete the invoice, voucher, or progress payment request or complete and submit it to WInS. See the appropriate Submitted Commercial Invoices, Vouchers or Request for Progress Payment List Screen(s) for instructions on deleting or completing incomplete invoices or vouchers. You will also receive this incomplete invoice/voucher/PPR information via email as a reminder until the invoice, voucher or progress payment request is completed and successfully submitted to WInS.

[illegible]

Figure 12: WInS Invoice Entry Notification Warning Screen

Continue

Clicking on the **Continue** Button directs you to the **WInS Payment System Picklist Screen** (Figure 13, page 20).

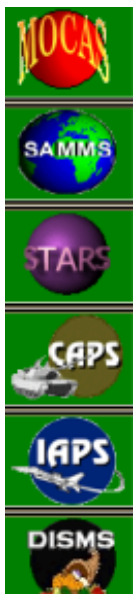
6. WINS PAYMENT SYSTEM PICKLIST SCREEN

Once in WInS, you must select an accessible payment system for entering an invoice, voucher or progress payment request by clicking on the **Payment System** Button in the left margin. Accessible payment systems are color-coded Green. If you have active contracts with a payment system that is not currently accessible (color-coded Red), you may request access by clicking on the **Vendor Profile** Button in the left margin and following the directions for access request.



Figure 13: WInS Payment System Picklist Screen

If you are uncertain about which payment system pays your invoice, voucher or progress payment request, scroll down the Picklist and review the tabular data for the currently available payment systems (MOCAS, SAMMS, STARS, CAPS, IAPS, and DISMS) as shown in Figure 13 (above). Once you have identified the correct payment system, select the appropriate WInS data entry screens by clicking on a payment system identified in the left margin of this screen.



The MOCAS, SAMMS, STARS, CAPS, IAPS, and DISMS Buttons

The MOCAS, SAMMS, STARS, CAPS, IAPS, DISMS Buttons direct you to the appropriate payment system.

The Vendor Profile and Exit System Buttons



The Vendor Profile Button directs you to the Vendor Information Screen (Figure 14, page 22) where you may change your vendor registration information, this includes changing your company information, your password, or requesting access to additional DFAS payment systems.



The **Exit System** Button directs you to the **WInS Home Page** (Figure 5, page 10).

7. VENDOR INFORMATION SCREEN

The **Vendor Information Screen** allows you to view and modify your vendor information as maintained by DFAS WInS. All data fields may be edited except the username, which is assigned by the application to be vendor-unique. WInS forwards your vendor profile update to the appropriate DFAS payment office(s). You will receive a copy of this email message as confirmation that the change was accepted into your WInS vendor profile, and forwarded to DFAS. The **Account Status** column indicates the status of your account for each payment system. You may request access to additional DFAS payment systems serviced by WInS by clicking on the appropriate hyperlink in the Account Status column of the desired payment system.

Company:	DFAS Vendor
First Name:	Karan
Last Name:	Seyford
Address 1:	1931 Jefferson Davis Hwy
Address 2:	Room 201
City:	Arlington
State/Territory:	VA
Country:	United States
Zip:	22212
Phone:	(703) 607-2776
Fax:	(703) 602-5537
Email:	seyfordkkl@dfas.mil
Interested in batch submission?	Yes
TACOM WEB_EC direct vendor delivery user?	No
USERNAME:	tecolute
PASSWORD:	AAAAAAAA
CONFIRM PASSWORD:	AAAAAAAA

Click [here](#) to view/edit your system Cage codes

Click [here](#) to view/edit your system Duns codes

Click [here](#) to view/edit your STARS contract and invoice certification information

System	Payment Offices	Account Status
MOCAS	Offices	You have access
SAMMS	Offices	You have access
STARS*	Offices	You have access
LAPS*	Offices	You have access
CAPS*	Offices	You have access
DISMS*	Offices	You have access

* Please click link in System column above to view your access to individual modules.

[Update](#) [Reset](#) [Go Back](#)

Figure 14: Vendor Information Screen

Vendor Information Screen Field Definitions

Table 5 (page 23) lists the data dictionary for each field on the **Vendor Information Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

TABLE 5: VENDOR INFORMATION SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Company		Vendor	Mandatory	Alphanumeric
First Name		Vendor	Mandatory	Alphanumeric
Last Name		Vendor	Mandatory	Alphanumeric
Address1		Vendor	Mandatory	Alphanumeric
Address2		Vendor	Optional	Alphanumeric
City		Vendor	Mandatory	Alphanumeric
Country		Vendor	Mandatory	Alphanumeric
State		Vendor	Mandatory	Alphanumeric
Zip		Vendor	Mandatory	Alphanumeric
Phone		Vendor	Mandatory	Alphanumeric
Fax		Vendor	Optional	Alphanumeric
Email		Vendor	Mandatory	Alphanumeric
Interested in batch submission?		Vendor	Optional	Select 'Yes' or 'No' from list
TACOM WEB_EC direct vendor delivery user?		Vendor	Optional	Select 'Yes' or 'No' from list
Username	WInS Generated	Vendor	Mandatory	Alphanumeric
Password		Vendor	Mandatory	Alphanumeric

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Confirm Password		Vendor	Mandatory	Alphanumeric

The Update, Reset, and Go Back Buttons

Update After you modify any vendor information, the **Update** Button saves the new information. If CAGE Code information has been changed, see the note at the bottom of the **Vendor Information Screen**, which directs you to the **Vendor CAGE Code Screen** (Figure 9, page 17). If DUNS Code information has been changed, see the note at the bottom of the **Vendor Information Screen** (Figure 14, page 22), which directs you to the **Vendor DUNS Code Registration Screen** (Figure 10, page 17). When requesting additional access to STARS, a DUNS must be entered before clicking the **Update** Button.

Reset The **Reset** Button clears any vendor-entered changes that have not yet been submitted via the **Update** Button, and restores the original information.

Go Back The **Go Back** Button directs you to the **WInS Payment System Picklist Screen** (Figure 13, page 20).

View/Edit Links

Clicking on the “[here](#)” hyperlink in “Click [here](#) to view/edit your system CAGE Codes” will take you to Figure 9: Vendor CAGE Code Registration Screen, but with added options. You can add CAGE Codes in the same way as described below Figure 9 (page 17), or you may delete an existing code by clicking on [Delete](#), and then clicking on the **Update** Button.

Clicking on the “[here](#)” hyperlink in “Click [here](#) to view/edit your system DUNS Codes” will take you to Figure 10: Vendor DUNS Code Registration Screen, but with added options. You can add DUNS Codes in the same way as described below Figure 10 (page 17), or you may delete an existing code by clicking on [Delete](#), and then clicking on the **Update** Button.

Once information on the Vendor Information Screen has been updated, the Vendor Information Update Submission OK Screen, shown below, appears as verification.

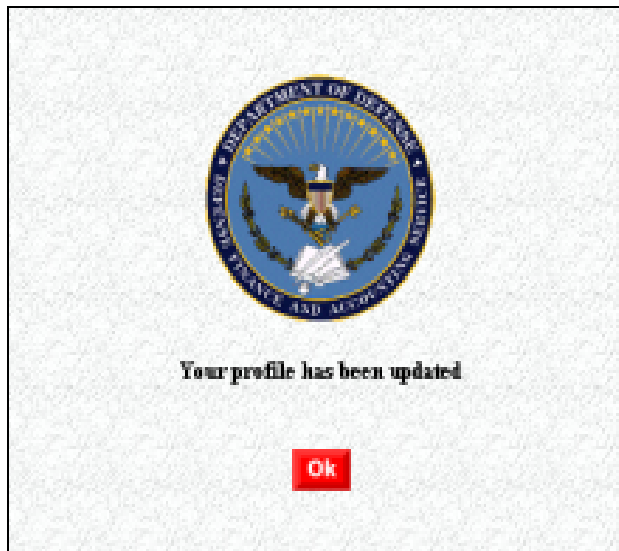


Figure 15: Vendor Information Update Submission OK Screen

The OK Button




The **OK** Button returns you to the **WInS Payment System Picklist Screen** (Figure 13, page 20).

Additional Payment System Access Requests

You may also request access to additional DFAS payment systems serviced by WInS by clicking on the “**Request Access**” hyperlink in the **Account Status** column on the **Vendor Information Screen** (Figure 14, page 22). **DO NOT** request access to additional payment systems via the **New Account Request Form** (Figure 7, page 13).

8. CAPS INVOICE HEADER SCREEN

The **CAPS Invoice Header Screen** is used to manually enter general and summary information concerning a particular invoice. By selecting a DUNS Number or CAGE Code, which is associated with a certain vendor profile and populated in a drop down list, the Contract and Delivery order drop down list is populated. By selecting a Contract and Delivery order number selection, the following fields are populated: Contract Number, Payment Office, and Delivery Order No. These fields cannot be manually edited. The rest of the data fields should be filled in according to their respective data field definitions.



CREATE INVOICE

View Log

Exit System

Invoice Header

Select DUNS Number or Cage Code to populate 'Contract Number' picklist. Select Contract to proceed with invoice data entry. Return to Vendor Profile to add DUNS Number or CAGE Code if missing from lists.

DUNS Number

OR

CAGE Code

Contract Number and Delivery Order*

* If contract for which you are invoicing is not on this list , please contact the **Payment Office** on your Contract .

Contract Number*

Delivery Order No.

Payment Office*

Invoice No.*

BPA Call

Invoice Date*
(yyyy/mm/dd)

Freight Charges

Invoice Total*

* indicates required fields.

Discount Percent	Discount Due Days	Discount Net Days
<input type="text" value="1.000"/>	<input type="text" value="25"/>	<input type="text"/>
<input type="text" value="0.500"/>	<input type="text" value="10"/>	<input type="text"/>
<input type="text" value="0.250"/>	<input type="text" value="5"/>	<input type="text"/>

Continue
Reset
Help

Figure 16: CAPS Invoice Header Screen




CAPS Invoice Header Screen Field Definitions

The data dictionary for each field on the **CAPS Invoice Header Screen** is shown in Table 6. Mandatory fields must be completed, Optional fields may be completed at the discretion of the user, and Conditional fields must only be completed if the user's contract specifically requires the information, otherwise those fields are treated as optional.



TABLE 6: CAPS INVOICE HEADER SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
DUNS NUMBER	DUNS Number	Vendor	Conditional	Select from list
CAGE CODE	CAGE Code	Vendor	Conditional	Select from list
CONTRACT NUMBER AND DELIVERY ORDER	Contract Number and Delivery Order	Contract	Mandatory	Select from list
CONTRACT NUMBER	Display of previously selected contract number	Contract Number and Delivery Order selection	Mandatory	Prepopulated
DELIVERY ORDER NO.	Display of previously selected delivery Order number	Contract Number and Delivery Order selection	Mandatory	Prepopulated
PAYMENT OFFICE	Payment office associated with DUNS, CAGE, Contract, and Delivery Order selections	Contract Data	Mandatory	Prepopulated
INVOICE NO.	Vendor's invoice number	Vendor	Mandatory	22 Character alphanumeric, and hyphen
BPA CALL	BPA call	Vendor	Conditional	1-5 Characters alphanumeric
INVOICE DATE	Invoice date	Vendor	Mandatory	Date YYYYMMDD
FREIGHT CHARGES	Freight Charges	Vendor	Conditional	15 Characters, Real, 2 decimal places
INVOICE TOTAL	Invoice Total	Vendor	Mandatory	15 Characters, Real, 2 decimal places
DISCOUNT PERCENT	Discount percent	Vendor	Optional	6 Characters, Real, 0-3 decimal places
DISCOUNT DUE DAYS	Discount due days	Vendor	Optional	3 Characters, Integer
DISCOUNT NET DAYS	Discount Net Days	Vendor	Optional	3 Characters, Integer

The Continue, Clear, and Help Buttons

-  The **Continue** Button directs you to the **CAPS Invoice Details Screen** (Figure 17, page 29).
-  The **Clear** Button clears/deletes all existing entries on the screen.
-  The **Help** Button opens the online user help tool for the screen.

The View Log and Exit System Buttons

-  The **View Log** Button directs you to the **CAPS View Log** (Section 11, page 32) to view, edit, or print previously submitted invoices.
-  The **Exit System** Button exits you from the CAPS entry screen and directs you to the **WInS Payment System Picklist Screen** (Section 6, page 20).

9. CAPS INVOICE DETAILS SCREEN

The **CAPS Invoice Details Screen** is used to enter line item information for the invoice.

The **CAPS Invoice Details Screen** is depicted below in Figure 17. Header information carried over from the **CAPS Invoice Header Screen** assists the user by identifying the invoice number, Invoice total, and Freight total. As line items are added, the line total is dynamically calculated by summing the subtotals of each line (unit cost * quantity + freight charge) and displayed in read-only format on the detail screen. Data should be added according to each field's data definition.

Invoice Details

CLIN/SLIN: 5313 Quantity: 1.00 U/M Code: Each (EA) Or Enter Here: Unit Cost: 11.850000 Freight Cost:

Update Cancel Clear Help

Edit Header	Invoice Number: KLOG0001		Freight Total: (from Header) \$0.00	Invoice Total: (from Header) \$8,411.88			
Submit Invoice	CLIN	QTY	U/M	UNIT COST	FREIGHT COST	SUB TOTAL	DELETE
Cancel Invoice	5312	2.00	EA	\$4,200.00	0.00	\$8,400.00	
	5313	1.00	EA	\$11.85	0.00	\$11.85	
	Calculated Totals:			\$0.00		\$8,411.88	

Figure 17: CAPS Invoice Detail Screen

CAPS Invoice Details Screen Field Definitions

The data dictionary for each field on the **CAPS Invoice Details Screen** is listed below in Table 7. Mandatory fields must be completed, and optional fields may be completed at the discretion of the user.

TABLE 7: CAPS INVOICE DETAILS SCREEN FIELD DEFINITIONS

Field	Definition	Data Source	Data Requirement	Field Type
CLIN/SLIN	Contract Line Item Number, Supplemental Line Item Number	Contract	Mandatory	4 characters, XXXX; or 6 characters : NNNNAA, or NNNNNN where N= numeric, A = alpha, and X = alphanumeric. No letter 'I' or letter 'O'
QUANTITY	Quantity being billed	Vendor	Mandatory	10 character numeric, real, 2 decimal places

U/M CODE	Unit of Measure Code	Contract	Mandatory	Select from list or enter two digit alpha in text box
UNIT COST	Cost of one unit	Contract	Mandatory	17 character numeric, 0-6 decimal places
FREIGHT COST	Cost of freight charges	Contract	Mandatory	15 character numeric, 2 decimal places

The More Products, Add, Clear, Help, and Edit Header Buttons



After line item information is entered into the data fields, the **Add** Button inserts the data on the data display matrix and resets the data fields.



The **Clear** Button clears/deletes all existing entries on the screen.



The **Help** Button opens the online user help tool for the screen.



The **Edit Header** Button directs you to the **CAPS View/Modify Invoice Header Screen** (Section 13, page 39).

To delete a line item, click the corresponding delete icon for the line item you wish to delete. To submit an invoice, you must have entered at least one line item. Therefore, you will not be permitted to delete the final line item (An **X** will be in the delete column). If you would like to delete the final line item, you must first add a new line item. Then, you will be permitted to delete the desired line item.

The Submit Invoice and Cancel Invoice Buttons



The **Submit Invoice** Button submits the invoice to DFAS and directs the user to the **CAPS Invoice Submission Confirmation Screen** (Section 10, page 31).



The **Cancel Invoice** Button cancels the active invoice prior to submission to DFAS WInS.

10. CAPS INVOICE SUBMISSION CONFIRMATION SCREEN

Once invoice information on both the **CAPS Invoice Header Screen** and the **CAPS Invoice Detail Screen** has been entered and verified as correct, the invoice is submitted to the DFAS WinS by clicking on the **Submit Invoice** Button on the **CAPS Invoice Detail Screen** (Section 9, page 29). Upon submittal, the **CAPS Invoice Submission Confirmation Screen**, shown below, appears as verification.

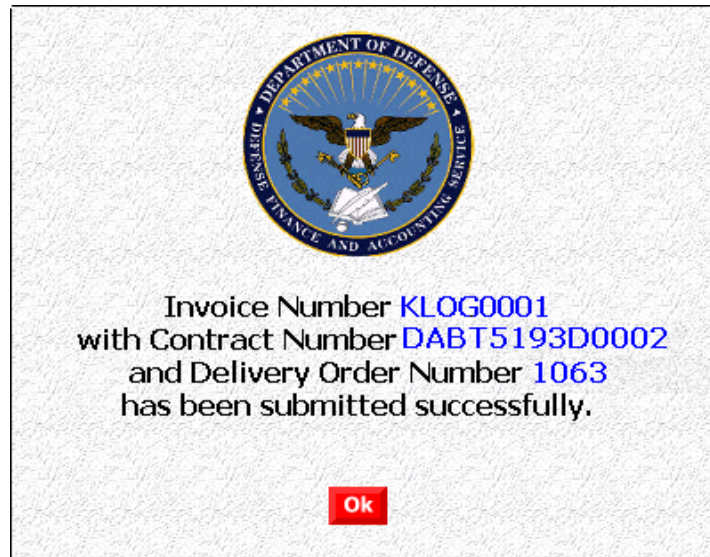


Figure 18: CAPS Invoice Submission Confirmation Screen

The OK Button




The **OK** Button directs you to the **CAPS Invoice Header Screen** (Section 8, page 26).

11. CAPS VIEW LOG

The **CAPS View Log Screen** allows a user to view a list of all invoices that have been submitted to the DFAS payment system since the last DFAS archiving. DFAS will keep invoices available for a minimum of 120 days from submission. Submitted invoice data may be viewed and printed for all commercial invoices on the list by clicking on the individual Invoice Number, and following the printing instructions contained in a note to section 12 on page 37. The **CAPS View Log Screen** (Figure 19, below) also provides options for deleting invoices, completing and submitting incomplete invoices, and for correcting errors on previously submitted invoices, then allowing re-submission.

The invoice Date/Time is assigned when the invoice is successfully submitted to DFAS WInS, whether it is an original invoice or a re-submitted invoice.



VIEW LOG

VIEW INVOICES

Sort Order: ☐ Ascending ☒ Descending Total Invoices: **22**

[Help](#)
[Go Back](#)

[Clear](#) Locked Records
 [View](#) the LOG LEGEND

Search by Invoice Number:
[Find](#)
[Clear](#)

Page 1/1, Invoices 1-22

VPIS

Vendor Pay Inquiry System (VPIS)

[Go](#)
[Information](#)

Status	Edit	Testing/ Production	Invoice No.	Contract No.	Date Trans.	Transaction Status	Delete
	Edit	Production	KLOG0001	DABT5193D0002	2001-10-03 08:42:20	Waiting	
	Edit	Production	KLOG00ZZ	DABT5195D0001	2001-09-04 04:27:02	Waiting	X
	Edit	Production	KLOG00YY	DAAG6001F0001	2001-09-02 13:17:22	Waiting	X
	Edit	Production	KLOG00XX	SPO20000A9253	2001-08-29 16:11:56	Waiting	X
Status	Edit	Testing/ Production	Invoice No.	Contract No.	Date Trans.	Transaction Status	Delete
	Edit	Production	KLOG00WW	SPO20099A9304	2001-08-12 09:03:24	Waiting	X
	Edit	Production	KLOG00SS	DABT5195D0007	2001-08-06 10:23:48	Rejected	X
	Edit	Production	KLOG00TT	DABT3196M2704	2001-07-05 06:29:32	Accepted	X
	Edit	Production	KLOG00UU	DABT3195D0029	2001-06-18 23:15:19	Waiting	X
	Edit	Production	KLOG00VV	DASC0101D0000	2001-06-11 07:02:37	Waiting	

Figure 19: CAPS View Log

The CAPS Invoice View Log has two components:

A View Log Invoice Matrix which displays status information on each submitted invoice and,
A View Log Data Sorting Box that allows the user to quickly find a specific invoice for editing, reviewing, or printing.

View Log Data Sorting

The topmost box in the CAPS Invoice **View Log** provides several functions to assist the user in isolating a specific invoice for viewing, editing, or printing. The invoice records default to sort in descending order by invoice date, meaning the most current invoices appear at the beginning of the **View Log**, followed by older invoices. The **View Log Data Sort Box** allows the user to switch the display order to ascending so the oldest invoices are displayed first, then back to descending invoice order. Finally, the user may enter an invoice number in the **Search by Invoice No.** data entry box and then click on the **Find** Button, or hit the **Enter Key** on the PC's keyboard and WInS will display the requested record(s).

Vendor Pay Inquiry System (VPIS)

The **Vendor Pay Inquiry System (VPIS)** is an application developed for the convenience of contractors doing business with the Department of Defense (DoD). It provides information on invoices submitted against DoD contracts that the Defense Finance and Accounting Service is responsible for paying. VPIS consolidates the data obtained from DFAS Centers and Operating Locations into one central repository which contains all open contracts, plus any payments made within the last 90 days. VPIS contains data from all DFAS paying locations, RAFO Korea, and Ramstein AFB. A vendor may use VPIS to:

- research the status of a recently filed invoice, determine when payment will be issued
- determine if something is lacking for payment processing
- obtain information associated with a check received
- view contract number, invoices covered, interest or freight included in the payment, tax / discount withheld
- obtain the same background information for an electronic funds transfer (EFT) payment.

The user may view information about VPIS by clicking the **Information** Button. To go to the VPIS website at <http://www.dfas.mil/money/vendor>, click the **GO** Button.

View Log Invoice Matrix

The bottom portion of the **CAPS View Log** is a **View Log Invoice Matrix** that displays a record of each invoice the user has submitted since the last DFAS archiving. This matrix posts 50 records for display at a time, and is defaulted to show the most current invoices (descending order) first. You may view these 50 records by using the right scroll bar. There are several methods for reviewing records that do not appear in the first 50. First, you may click on the **Next 50** Button above the Matrix, and records 51 through 100 will appear. The user can continue to click **Next 50 (101 – 150)** or **Previous 50 (1 – 50)** to scroll up or down the list of total records. Secondly, the user can select **Ascending** sort order and the 50 oldest invoices will be displayed, with the same **Next/Previous 50** options.

The **“Clean your invoice list”** link is used to push invoices through to WInS if they display a Lock Icon in the Status Column. See below for more information on the Icons that may be displayed in the **View Log Invoice Matrix** Status Column. The **“View the LOG LEGEND”** describes the Icons used in the **View Log Invoice Matrix** Status Column.

Status Column

The Status Column of the View Log Invoice Matrix provides important invoice tracking information.

The **View Log Legend**, (Figure 20, below) depicts the Status Column Icons, and is accessed by clicking the **“View the LOG LEGEND”**.

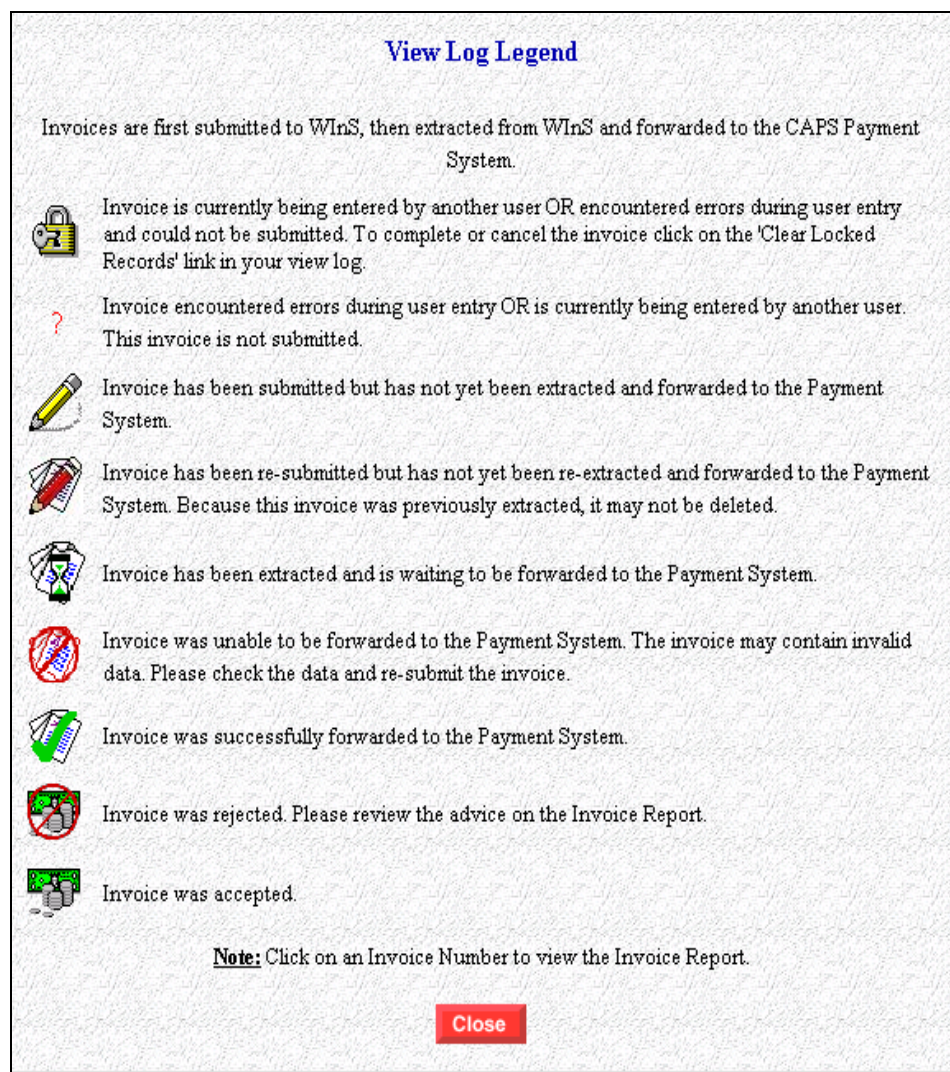


Figure 20: CAPS Log LegendCAPS Log Legend

There are several symbols that may appear in the Status Column. Each is described below.



The **Red ? Icon** indicates the invoice was not completed or could be being edited by another user and has not been received into DFAS WInS for processing. This scenario occurs when the user has completed at least the **CAPS Invoice Header Screen** (Section 8, page 26) and hit the **Continue** or **Update** Button and then lost Internet connectivity. The **Red ? Icon** corresponds to the WInS Invoice Entry Notification Warning. In addition to the warning encountered upon WInS Login, an email with the same information is forwarded to the user. The user has two options: 1) delete the incomplete invoice by clicking on the trash receptacle option in the Delete Column, then re-enter the invoice completely, or 2) click on the “**Edit**” in the Edit Column for that invoice, complete the invoice and click on the **Submit Invoice** Button to submit to DFAS WInS. Option 2 is preferable, as it requires less user data entry.



The **Pencil Icon** indicates a submission of the invoice to DFAS WInS. With successful submission, the Invoice Date and Time are captured in the Date Transmitted Column of the data display. Until the invoice is extracted, the submitted invoice may be deleted (trash receptacle in Delete Column). Successfully submitted invoices may be edited at any time before it is extracted by clicking on the “**Edit**” in the Edit Column, updating the file and then re-submitting the modified invoice.



The **Three Papers and an Hourglass Icon** indicates that the invoice has been extracted and is waiting to be forwarded to the CAPS payment system.



The **Paper and Pencil Icon** indicates that a previously submitted invoice has been edited and re-submitted to WInS. These invoices may not be deleted. The new submission date is posted to the Date Transmitted Column.



The **Lock Icon** indicates that another user may be entering data for this invoice, or a processing error has occurred. This invoice has NOT been successfully submitted to DFAS WInS. If the invoice data appears correct when viewed by clicking the invoice number in the Invoice Number Column, then clicking on the **Clean your invoice list** message should push the locked invoice to DFAS WInS and change the **Lock Icon** to either a **Pencil Icon** indicating a successful submission or a **? Icon**, indicating an incomplete invoice. If this does not clear the **Lock Icon**, then delete the invoice (click on Waste receptacle Icon in the Delete Column), re-enter, and submit the invoice.



The **Checked Paper Icon** indicates that the invoice was successfully forwarded to the CAPS Payment System.



The **Money Icon** indicates that the invoice has been accepted into the CAPS Payment System and payment is being issued.



The **'Failed' Paper Icon** indicates that the invoice was rejected before being entered into the CAPS payment system. The Date/Time of rejection is shown in the Date Transmitted column. To edit the rejected invoice, click on the "**Edit**" in the Edit Column for that invoice, update the incorrect information, and submit the invoice back to DFAS WInS.



The **'Failed' Money icon** indicates that the invoice has been rejected. Information as to why the invoice was rejected will be listed for review on the Invoice Report.

Edit Column

Invoices with an "**Edit**" displayed in the Edit Column may be edited and re-submitted. Clicking on the "**Edit**" directs the user to the **CAPS View/Modify Invoice Header Screen** (Section 13, page 39).

Invoice No. Column

Clicking on the **Invoice Number** for any row directs the user to the **CAPS Submitted Invoice Details Screen** (Section 12, page 37) which displays the invoice data entered by the user. This is your archive record and should be printed and retained with your billing records

Date Column

As described in the Status Column section above, the date in the Date Column is initially the invoice submission date (associated with the **Pencil, Pencil/Paper, or Paper Icons**). When the invoice has been processed by a payment clerk, the invoice date is replaced with the processed date (associated with either the **Money or Lightning Icons**). If an invoice is edited and re-submitted, the cycle begins again. The processed date is overwritten by the new invoice date and eventually this is overwritten by a new processed date.

Delete Column

Any invoice that has not been processed or has been processed and rejected can be deleted (**Pencil Icons, Red ? Icon, 'Failed' Paper, or 'Failed' Money**) may be deleted.

The Help and Go Back Buttons



The **Help** Button displays on-line help messages for CAPS Invoice Screens.



The **Go Back** Button directs the user to the **CAPS Invoice Header Screen** (Figure 16, page 26).

12. CAPS SUBMITTED INVOICE DETAILS SCREEN

The **CAPS Submitted Invoice Details Screen** displays header and line item information for an invoice submitted to DFAS. The invoice may be printed for the vendor's archive record. (See the Note regarding printing instructions below.) Each invoice must be individually selected from the **CAPS View Log** (Section 11, page 32) for archive printing.

Submission Date/Time Stamp 2001/10/03 08:42:20 AM CST		
Company Info		
Company Name DFAS VENDOR	POC Name KARAN SEYFORD	
POC Phone (703) 607-2776	POC Email kseyford@dfas.mil	
Transaction Status		
Awaiting extraction to be forwarded to DFAS Payment System		
Header		
CAGE Code 1RQT9	Contract Number DABT5193D0002	
Delivery Order No 1063	Payment Office HQ0300-LAWTON/FT SILL	
Invoice No. KLOG0001	BPA Call	
Invoice Date 2001/10/03	Freight Charges \$ 0.00	
Invoice Total \$ 8411.88		
Discount Percent	Discount Due Days	Discount Net Days
1.000	25	0
0.500	10	0
0.250	5	0
Details		
CLIN/SLIN 5312	Quantity 2.00	
U/M Code EA	Unit Cost 4200.00000	
Freight Cost 0.00	Line Total 8400.00000	
CLIN/SLIN 5313	Quantity 1.00	
U/M Code EA	Unit Cost 11.88000	
Freight Cost 0.00	Line Total 11.88000	
Calculated Line Freight Total \$ 0.00	Calculated Invoice Total \$ 8411.88	
Click here to Return		


Figure 21: CAPS Submitted Invoice Details Screen

Click here to Return the user to the **CAPS View Log**.

Note: To print a copy of the invoice, click **“File”** on the Internet browser menu bar and select **“Print.”** Select the **“File Menu”**, then the **“Print Sub-menu”**, then click **“OK”**.

13. CAPS VIEW/MODIFY INVOICE HEADER SCREEN

The **CAPS View/Modify Invoice Header Screen** is used to view or modify a particular CAPS invoice.


EDIT
INVOICE

Invoice Header

Select DUNS Number or Cage Code to populate 'Contract Number' picklist. Select Contract to proceed with invoice data entry. Return to Vendor Profile to add DUNS Number or CAGE Code if missing from lists.

DUNS Number

OR

CAGE Code

Contract Number and Delivery Order*

* If contract for which you are invoicing is not on this list , please contact the **Payment Office** on your Contract .

Contract Number*

Delivery Order No.

Payment Office*

Invoice No.*

BPA Call

Invoice Date*
(yyyy/mm/dd)

Freight Charges

Invoice Total*

** indicates required fields.*

Discount Percent	Discount Due Days	Discount Net Days
<input type="text" value="1.000"/>	<input type="text" value="25"/>	<input type="text"/>
<input type="text" value="0.500"/>	<input type="text" value="10"/>	<input type="text"/>
<input type="text" value="0.250"/>	<input type="text" value="5"/>	<input type="text"/>




Click [here](#) to cancel the editing of this invoice

Figure 22: CAPS View/Modify Invoice Header Screen

CAPS Invoice Header Field Definitions

The data dictionary for each field on the **CAPS Invoice Header Screen** is defined in Table 6 on page 27. Mandatory fields must be completed, Optional fields may be completed at the discretion of the user, and Conditional fields must only be completed if the user's contract specifically requires the information, otherwise those fields are treated as optional.

The Update, Clear, and Help Buttons

	The Update Button directs you to the CAPS Invoice Details Screen (Section 9, page 20). Clicking the Update Button eliminates the option of canceling the Edit.
	The Clear Button clears/deletes all existing entries on the screen.
	The Help Button opens the online user help tool for the screen.

Click [here](#) to cancel the editing of this invoice returns the user to the **CAPS View Log** (Section 11, page 32) with the invoice unchanged.